



Spixworth Parish Council
Council Office, Village Hall, Crostwick Lane,
Spixworth, Norwich NR10 3NQ
Tel 01603 890290
spc.clerk@spixworth-pc.org.uk

NOTICE OF MEETING

Annual Council Meeting will be held on **Tuesday 23rd May 2023**
at 7:00pm, in Spixworth Village Hall Room 84

Mrs Carolyn.Lake
Clerk to the Parish Council

Please notify the clerk if you wish to join this meeting

Proceedings will commence with 15 minutes public speaking time and to receive reports from the Police, County Councillor and District Councillors.

The Parish Council meeting will thereafter commence at 7.45pm prompt.

AGENDA

1. TO ELECT A CHAIRMAN AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE AND MEMBERS INTEREST-
2. TO ELECT A VICE CHAIR FOR 2023/24
3. TO ACCEPT APOLOGIES FOR ABSENCE
4. DECLARATIONS OF INTEREST
To receive Declarations of Interest under the Code of Conduct 2012
5. CO-OPTION OF PARISH COUNCILLORS
6. MINUTES OF PREVIOUS MEETING
7. FINANCE
 - 7.1 To note Balances and to approve Payments in accordance with the Budget as per tabled schedule 23rd May 2023
 - 7.2 To note bank reconciliation as of 30th April 2023
 - 7.3 To agree Insurance Policy Quote of £2,791.50 for 2023-24
 - 7.4 To agree Councillor Training Course fee
8. ANNUAL POLICY REVIEW
 - 8.1 To review Financial Regulations Policy
 - 8.2 To review Risk Assessment Policy
 - 8.3 To review Internal Control Statement
 - 8.4 To review Effectiveness of the System of Internal Audit
 - 8.5 To review Code of Conduct Policy (Chair to propose that these are adopted en bloc)
9. TO AGREE CHANGE TO PARISH COUNCIL OFFICE OPENING HOURS
- 10 CORRESPONDENCE
 - 10.1 List of Correspondence Circulated
11. HIGHWAY MATTERS
12. AMENITY MATTERS
- 13 ALLOTMENTS
 - 13.1 To agree Deed of Variation and Transfer Deed
14. TO AGREE THE DATE OF THE NEXT MEETING-TUESDAY 6th of JUNE 2023, Room 84 Spixworth Village Hall

